CHAPTER 3

AUTOMATION RESOURCES SHARING

A.   INTRODUCTION

1.   Purpose, The purpose of 'the Department of Defense Automation
Resources *Sharing* Program is to provide a vehicle for Defense activities to
take full advantage of DoD automation resources at a cost savings over the use
of commercial services and to make all of the Federal Government cognizant of
DoD resources available for sharing in accordance with the Federal Information
Resources Management Regulation (FIRMR) Part 201-31 and the Office of the
Management and Budget (OMB) Circular A-130, Appendix II, "Cost Accounting, Cost
Recovery and Interagency Sharing of Information Technology Facilities." This
Chapter establishes uniform procedures for the sharing of automation resources
and is intended to assist Defense activities in achieving maximum utilization
of the automation resources within the Department of Defense.

2.   Applicability.   This Chapter is applicable to any DoD activity that:

    a.   Has excess ADP capacity available for use by other DoD and
Government Agencies;

    b.   Has ADP requirements that exceed the capability of currently
existing resources; or,

    c.   Wants to evaluate hardware and/or software prior to acquisition
or test an alternative processing environment.

3.   Exemptions.   The following ADP resources are exempt from the
requirements for resource sharing:

    a.   Automation equipment (AE) where the function, operation, *or use*
involves intelligence activities.

    b.   Non-degaussable AE used to process classified data.

    c.   Crytologic mission AH.

    d.   AE built or modified to special Government design specification
with no general purpose applicability and used as part of a space or weapons
sys tern.

    e.   Analog computers.

    f.   Computer systems with an original acquisition cost under
$100,000.

    g.   Systems more than 8 years old and no longer in current
production (outdated AE).

4.   Meetings.   The Defense Automation Resources Information Center
(DARIC) conducts periodic meetings to review items of common interest to

program participants. The DoD Component focal points for resource sharing (Appendix BB) are encouraged to suggest topics for discussion and to give presentations relative to their resource sharing experiences.

B. <u>REPORTING</u> PROCEDURES

    1 . <u>Availability Reporting</u>

        a. It is the responsibility of the DoD Component focal **points** to insure that activities submit profiles of available AE within their Data Processing Installations (DPIs) and that the profile data is kept up to date.

        b. Each computer system available for sharing is to be reported on a separate profile and must contain the following information:

        (1) Name of the reporting DoD Component or 2-character agency code (Appendix S).

        (2) Point of contact and an alternate. Maximum 25 characters each.

        (3) Commercial (XXX-XXX-XXXX) and AUTOVON (XXX-XXXX) telephone numbers for both the point of contact and alternate.

        (4) Location of ADP resource, including post, base, camp or installation; city; state and ZIP code +4. Maximum 90 characters.

        (5) Four-digit DPI number furnished by the funding DoD Component. DoD contractors can obtain this number from their Administrative Contracting Officer (ACO). Cannot be 0000 or ZZZZ.

        (6) Name of system manufacturer or ARMS manufacturer code (3-characters).

        (7) System type and model as assigned by the manufacturer. Maximum 20 characters.

        (8) Commercial software installed on the system. Maximum 150 characters.

        (9) Data base management systems installed on the system. Maximum 150 characters.

        (10) Programming languages supported by the system. Maximum 150 characters.

        (11) Processing environment under which the system operates, e.g., batch, on-line, multiprocessing. Maximum 150 characters.

        (12) Operating systems installed on the system. Maximum 150 characters.

        (13) Additional information, e.g. , hours of operation, additional hardware and software installed, security considerations, etc. Maximum 150 characters.

NOTE :   See Appendix O for a sample profile.

        c.   Methods of reporting

            (1) On-line to the ARMS database using a ❑odem with a micro-
computer or dial-up terminal. The on-line updating capability supports the
adding, changing, and deleting of profiles. Instructions for on-line profile
updating are available and may be obtained by writing to: .

            Defense Automation Resources Information Center
            ATTN : DARIC-R
            Cameron Station
            Alexandria, VA 22304-6100

            (2) To DARIC by letter. "

        d .   Frequency of reporting. Whenever an installation determines
that it has resources available for sharing or an existing profile needs to
be   changed.

        e.   All profiles will be included in the Automation Resources
Sharing Directory, which *is* available on-line and in hardcopy form. The
hardcopy version is distributed to the DoD Component focal points by
30 June and 31 December.

        f.   DARIC will forward all profile data to the General Services
Administration for inclusion in their Federal Information Resources Management
Regulation Bulletin updates.

    2.   Requirements Screening

        a.   Prior to the acquisition of ADP resources or the use of
commercial sharing services, the DoD Component focal points shall attempt
to satisfy the ADP resource, requirements of their activities via- on-line
screening of the ARMS data base. If this screening does not successfully
❑atch a system to the requirement, a Certificate of Non-availability will
be computer-generated and must be attached to any procurement requests for
ADP resources (See Appendix P for sample output from requirements screening.)

        b.   When there are one or more systems in the Directory matching
the requirement , it is the responsibility of the DoD Component requiring the
ADP resources to contact the potential provider of the resources and negotiate
terms of service and reimbursement. The activity acquiring the services will
provide its focal point with the results of any agreements negotiated.

    3.   Sharing Accomplished

        a.   "Sharing arrangements shall be made on the basis of reimbursement
for the full costs *of* providing services. *Total sharing arrangements where the*
annual reimbursement exceeds $500,000 are to be documented by individual written
agreement. This agreement will identify, at a minimum, the services available
for sharing, the service priority procedures and terms to be afforded each user,
the prices to be charged. for providing services, and arrangements for termi-
nating the sharing agreement.

b.   Doll Components are required to submit reports of ADP sharing and use of commercial ADP services on the July, 1985 revision of GSA Form 2068-A (Appendix Q) whenever the cost of sharing services provided to an Agency exceeds $10,000 for the fiscal year.   Provide the name of the agency receiving the services at theo top of the report and submit a separate Form 2068-A for each central processor used to provide the services. The reports are to be routed through the DoD Component focal points to DARIC each year upon completion of the sharing arrangement or by October 31 if the services are provided throughout the fiscal year.   DARIC will consolidate all DoD sharing utilization and submit a combined annual report to GSA by November 30.